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IDENTIFIERS	*Utah

ABSTRACT

The instruction manual for Utah's vocational management information system gives general and specific directions and forms for administrators and teachers to record vocational student enrollment, staff assignments, curriculum information, attendance, vocational student followup, and financial reports (revenue sources). The system is designed to produce data in three areas: administrative data, student data--aggregate form, and student data--by individual. Coded forms to be marked by students, teachers, or administrators are sent to the state board of vocational education, which compiles and returns printouts to each local director for verification. (MF)

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UTAH VOCATIONAL INFORMATION SYSTEM

ED159360

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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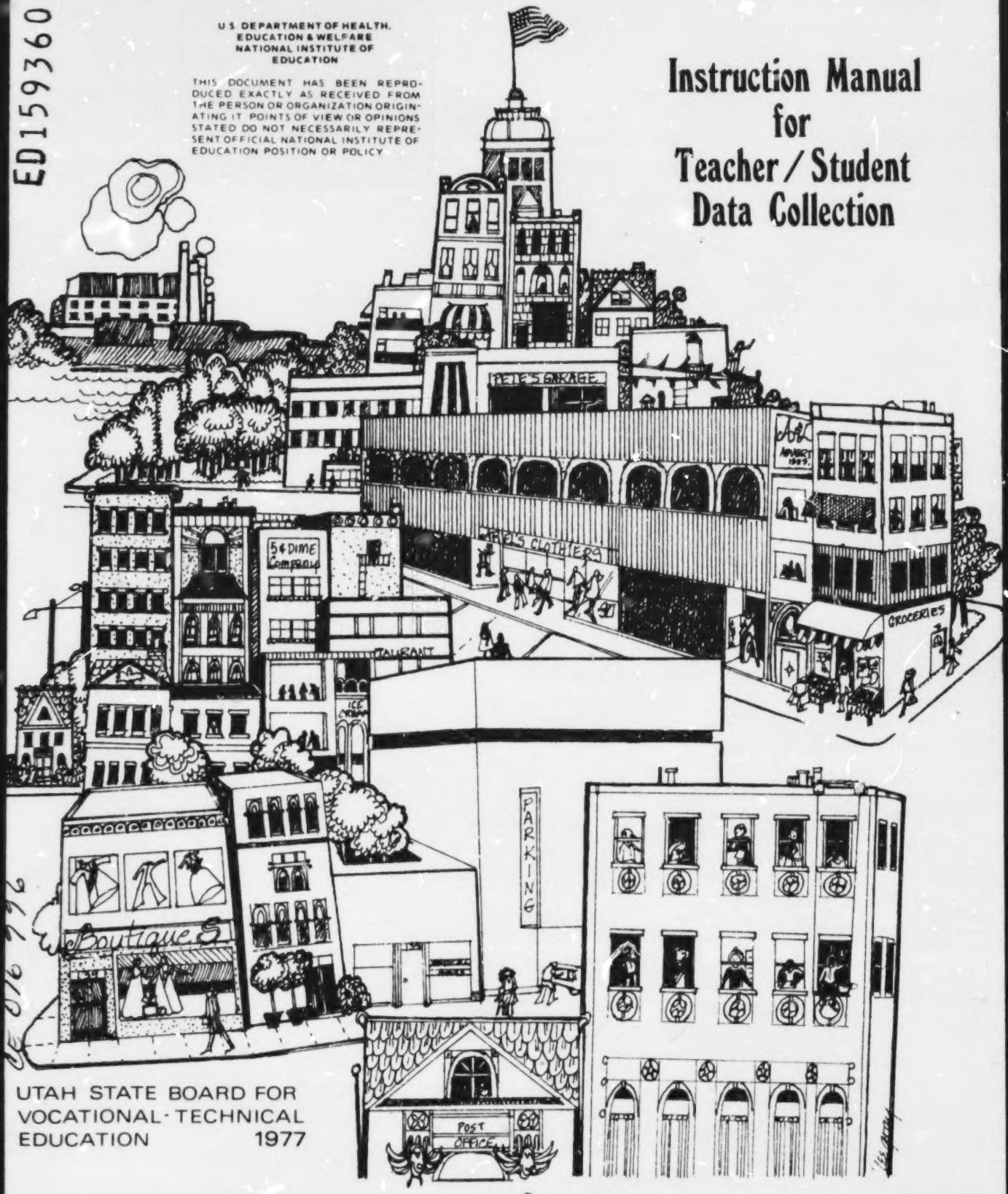
Instruction Manual for Teacher / Student Data Collection



UTAH STATE BOARD FOR
VOCATIONAL-TECHNICAL
EDUCATION 1977

WHAT THE SYSTEM WILL PRODUCE

Administrative Data

Local Plan for Vocational Education: Current and Projected

Enrollment and Resource Requirements: One and Five Year Plan

Application for Approval of a New Vocational Program

Application for Approval of a Continuing Vocational Program

Request for Approval: Equipment, Special Materials, and Services

Current and Projected Requirements for Instructional Staff

Vocational Education Instructional Staff Information

Vocational Education Administrative Supervisory and Ancillary Staff Information

Student Data - Aggregate Form

Vocational Program Enrollment Report

Disadvantaging Characteristics of Students with Special Needs

Handicapping Characteristics of Students with Special Needs

Services Provided to Students with Special Needs

Program Enrollment Status Report

Placement Information for Program Completors

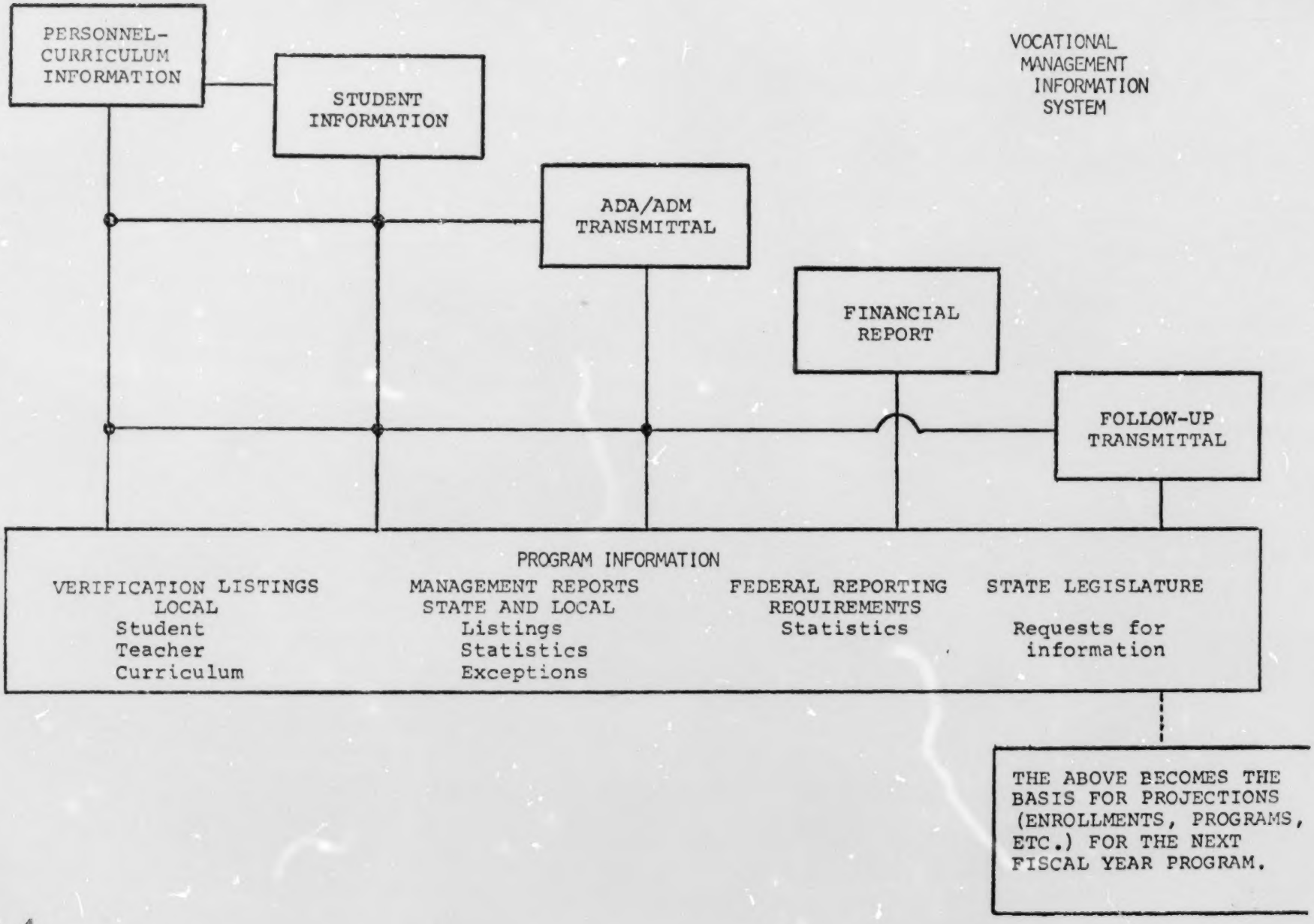
Survey of Former Occupational Students (Senior Intentions)

Student Data - By Individual

Beginning-of-Term Enrollment Report

End-of-Term Enrollment Report

Placement Information for Program Completors


PERSONNEL-
CURRICULUM
INFORMATION
STUDENT
INFORMATION
ADA/ADM
TRANSMITTAL
FINANCIAL
REPORT
FOLLOW-UP
TRANSMITTAL
VOCATIONAL
MANAGEMENT
INFORMATION
SYSTEM
PROGRAM INFORMATION
VERIFICATION LISTINGS
LOCAL
Student
Teacher
Curriculum
MANAGEMENT REPORTS
STATE AND LOCAL
Listings
Statistics
Exceptions
FEDERAL REPORTING
REQUIREMENTS
Statistics
STATE LEGISLATURE
Requests for
information
THE ABOVE BECOMES THE
BASIS FOR PROJECTIONS
(ENROLLMENTS, PROGRAMS,
ETC.) FOR THE NEXT
FISCAL YEAR PROGRAM.

UTAH STATE BOARD FOR VOCATIONAL-TECHNICAL EDUCATION

DIRECTIONS

VOCATIONAL-TECHNICAL STUDENTS/FACULTY ENROLLMENT

MANAGEMENT INFORMATION SYSTEM REPORT FORM

The student enrollment forms you have received are to be filled out by all students enrolled in vocational programs.

1. You need to choose a class where vocational students are located.

2. Teachers will need:

   a. Set of Instructions
   b. Supply of #2 pencils.
   c. List of Programs by O.E. Code and Class Number
   d. Have an enrollment sheet for each vocational student for this year (1977).
   e. Alert students to bring social security number.

Methods

Vocational students will fill out the Utah Vocational-Technical Student Enrollment Form (sample attached). The student will be given a sheet with class names, corresponding O.E. Code Number, and assigned class numbers. Each student needs to fill out the form only once listing all the vocational courses they are taking.

Vocational teachers will fill out the Utah Vocational and Technical staff form.

Please make arrangements to take care of absentees.

Training sessions should be held by Vocational Directors as needed.

The teacher form should be filled out at the start of school. The student form will be filled out as near to the third week after the start of a program as possible.

The Completor/Leaver Forms will be filled out upon completion.

WHAT TO DO WITH THE FORMS

1. Forms are to be collected by the teacher.

2. Each teacher should verify that forms are completed correctly.

3. All forms will be collected by local coordinator or director.

4. Official Use Only

Students are not to make any marks in this area. This section on the student form refers to a student that requires special services or related education that will allow them to succeed in the regualr vocational program.

The Top Official Use section refers to a Handicapped Person.

If you can visually determine that the student will be unable to succeed because of a handicap, do the following:

(1) Mark "H" for handicapped.

(2) Check the definitions section then mark appropriate bubble:

MR	Mentally Retarded
HH	Hard of Hearing
D	Deaf
SI	Speech Impaired
V	Visual Handicapped
ED	Emotionally Disturbed
O	Orthopedically Impaired
LD	Learning Disability

(3) If you are not able to determine visually, refer this section to the district office for a determination.

5. The second Official Use Only section refers to disadvantaged students who are unable to succeed in regular vocational programs without special assistance or a modification in the curriculum.

If you can determine by contact with the student that he or she is Unable To Succeed or they are in a special program do the following only:

(1) Mark "D" if disadvantaged.

(2) Mark "US" if unable to succeed. (If a student is already in a disadvantaged or handicapped program and is still unable to succeed mark "US".)

(3) Mark "LE" if a student has limited English-speaking ability.

(4) Mark "IA" if this program is an industrial arts program.

(5) Mark "CH" if this program is a consumer and homemaking course.

The rest of the bubbles will be refered to the district office for determination.

The codes are:

C	Cooperative
P	Placement Program
IE	Innovative and Exemplary Program
SN	Special Needs Program
S	Stipends - Being paid to student
DC	Day Care Programs for Adults
CH	Consumer Homemaking Program
BI	Bi-Lingaul Program
WS	Work Study Program - Identified by federal programs
DA	Depressed Area Funds in Consumer and Homemaking Programs

6. The local coordinator or director will verify the accuracy of forms.

7. The local coordinator or director will send them to the Office of the State Board of Vocational Education, 250 East 500 South, Salt Lake City, Utah 84111.

8. The State Board for Vocational Education will compile and send back the result to the LEA on a print-out for each local coordinator or director for verification.

DEFINITIONS

VOCATIONAL EDUCATION

Programs, services, or activities related to vocational and technical training or retraining provided under the approved State Plan for Vocational Education. (Thus, information is reported on all programs which meet the prescribed standards of the State Plan, and received direction and supervision through Vocational Education reports.)

ELEMENTARY

Program designed for children, grades 6 and below.

SECONDARY

"A vocational program designed to prepare persons for employment in an occupation for which they are pursuing initial employment training."

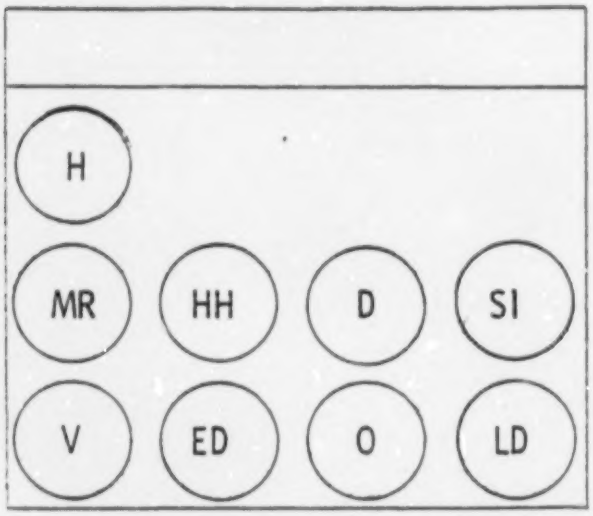
GROUP GUIDANCE (prevocational)

A program designed to familiarize students with the broad range of occupations for which special skills are required and the requisites for careers in such occupations. It assists students in making informed and meaningful occupational choices. The program may include exploratory work experience.

DETAILED BREAKDOWN
OF THE OFFICIAL USE ONLY BLOCKS

H = Handicapped

MR = Mentally Retarded
HH = Hard of Hearing
V = Visually Handicapped
ED = Emotionally Disturbed



D = Deaf
SI = Speech Impaired
O = Orthopedically Impaired
LD = Learning Disability

D = Disadvantaged
C = Cooperative
US = Unable to Succeed
LE = Limited English Speaking
S = Stipends
IA = Industrial Arts
WS = Work Study

P = Placements
IE = Innovation & Exemplary
SN = Special Needs
DC = Day Care
CH = Consumer Homemaking
Bi = Bilingual
SG = Special Groups
DA = Depressed Areas

*See Definitions

POST SECONDARY

A program designed primarily for persons who have left or dropped out of high school who may already be in the work force but are seeking retraining in another occupation; or such persons who have not yet entered the labor force and are enrolled in a training program to prepare themselves for initial employment. In both cases programs are designed such that they fit one of the following criteria:

a. They are an evening or extended day program.
b. They are conducted full time in an area vocational center.
c. Students carry fewer than 10 credit hours in a regular college program.

ADULT SUPPLEMENTARY

A program designed to provide training for persons who have already entered the labor market and need training to be upgraded to achieve stability or advancement in their current employment.

COOPERATIVE

A cooperative vocational education program for persons who, through a cooperative arrangement between the school and employers, receive instruction (including required academic courses and related vocational instruction) by the alteration of study in school with a paid job in any occupational field, but these two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and employability.

COMPLETORS

Students who successfully completed the schools designated sequence of vocational instruction in their programs of study or who terminated their training in a program prior to normal completion time but who have gained marketable skills and have been employed full time in the field for which they have been trained.

DISADVANTAGED CHARACTERISTICS:

Deficient in communication and/or math skills
Absenteeism
Truancy
Potential dropout - as identified by local pupil services criteria has failed 40 percent or more courses pursued in previous secondary school programs.

HANDICAPPED CHARACTERISTICS:

Blind or visually handicapped
Deaf or hard of hearing
Speech impaired
Emotionally disturbed
Mentally retarded
Crippled
Health impaired
Specific learning disability

WORK STUDY

A program designed to provide employment for students who could not continue in school without the financial support provided them through a job.

INDUSTRIAL ARTS

A body of related subject matter or related courses organized for the development of understanding about the technical consumer, occupational, recreational, organizational, managerial, social, historical, and cultural aspects of industry and technology.

ENERGY

A program for the training of minors, supervisors, or technician environmentalists in the field of coal mining, coal mining technology including those programs that are supplementary demonstration projects for short-term seminars.

PROGRAMS OF INSTRUCTION

The digit level of instruction used by the state to identify a family of occupations sometimes referred to as vocational clusters.

COURSE

A level of instruction approved under the State Plan requirements for vocational education.

CLASS

A group of students assigned to one or more teachers for a given period of time for instruction.

O.E. CODE

A six digit classification used by U.S.O.E. (publication O.E. 80661) to related vocational education and skills needed for occupations. A system of numbers used for identifying occupational clusters.

CONSTRUCTION

A special funding source exclusively or principally for the development or building of a facility for the teaching of vocational programs. A specialized high school used exclusively or principally for the provisions of vocational education to persons who are available for study in preparation for entering the labor market. A technical or vocational school used exclusively or principally for provision of vocational education to persons who have completed or left high school and who are available for study in preparation for entering the labor market.

SUPPORT SERVICES

Funds available for programs for support services for women who enter vocational education programs that are designed to prepare individuals for employment in jobs which have been traditionally limited to men.

STIPENDS

The provision of stipends for students entering or already enrolled in vocational education programs if the students have acute economic needs which cannot be met under the work study program.

PLACEMENT SERVICES

Funds provided for students who have successfully completed vocational education programs and cannot continue their education.

DAY CARE SERVICES

The purpose of providing appropriate care and protection of infants, preschool, and school-age children in order to afford students who are parents the opportunity to participate in vocational education programs.

SPECIAL GROUPS

Persons who have been homemakers but who now, because of dissolution of marriage, must seek employment; single heads of households who lack job skills; homemakers who want to secure full-time employment.

RESIDENTIAL SCHOOLS

Institutions which provide vocational education for youths who need full-time study on a residential basis in order to benefit from the education.

ETHNIC ORIGIN - Racial Ethnic Categories:

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillippine Islands, and Samoa.

Black, not of Hispanic Origin - A person having origins in any of the black racial groups.

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.

White, not of Hispanic Origian - A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.

VOCATIONAL EDUCATION PROGRAMS BY O.E. CODE

AGRICULTURE
01.0100 Agricultural Production
01.0101 Animal Science
01.0102 Plant Science
01.0104 Farm Business Management
01.0200 Agricultural Supplies/Services
01.0201 Agricultural Chemicals
01.0202 Feeds
01.0203 Seeds
01.0204 Fertilizers
01.0299 Agricultural Supplies/ Services, Other
01.0300 Agricultural Mechanics
01.0301 Agricultural Power and Machinery
01.0302 Agriculture Structures and Conveniences
01.0304 Water Management
01.0305 Agricultural Mechanic Skills
01.0306 Ag. Construction and Maintenance
01.0307 Ag. Electrification
01.0399 Ag. Mechanics, Other
01.0400 Agricultural Products (Processing, Inspection and Marketing)
01.0401 Food Products
01.0402 Nonfood Products
01.0500 Ornamental Horticulture (Production, Processing, Marketing & Services)
01.0501 Arboriculture
01.0502 Floriculture
01.0504 Landscaping
01.0505 Nursery Operation & Management
01.0506 Turf Management
01.0600 Agricultural Resources (Conservation, Utilization and Services)
01.0601 Forest
01.0602 Recreation
01.0603 Soil
01.0604 Wildlife (Incl. Game Farms and Hunting Areas)
01.0605 Water
01.0607 Fish (Incl. Farms & Hatcheries)
01.0700 Forestry (Production, Processing, Management, Marketing & Services)
01.0703 Logging (Harvesting & Transporting)
01.0706 Special Products
01.9900 Agriculture, Other

RIBUTIVE
04.0100 Advertising Services
04.0200 Apparel and Accessories
04.0300 Automotive
04.0400 Finance and Credit
04.0500 Floristry
04.0600 Food Distribution
04.0700 Food Services
04.0800 General Merchandise
04.0900 Hardware, Building Materials, Farm & Garden Supplies & Equip.
04.1000 Home Furnishings
04.1100 Hotel and Lodging
04.1200 Industrial Marketing
04.1300 Insurance
04.1400 International Trade
04.1500 Personal Services
04.1600 Petroleum
04.1700 Real Estate
04.1800 Recreation and Tourism
04.1900 Transportation
04.2000 Retail Trade, Other
04.3100 Wholesale Trade, Other
04.4000 Business Management
04.9900 Distributive Education, Other

HEALTH
07.0100 Dental Occupations
07.0101 Dental Assistant
07.0102 Dental Hygienist
07.0103 Dental Laboratory Technician
07.0104 Dental Aide
07.0199 Dental Occupations, Other
07.0200 Clinical Laboratory Occupations
07.0201 Cytotechnologist
07.0202 Histologic Technician
07.0203 Medical Laboratory Assistant
07.0205 Medical Laboratory Aide
07.0206 Medical Laboratory Technician
07.0299 Clinical Laboratory Occupations, Other
07.0300 Nursing
07.0301 Registered Nurse
07.0302 Practical Nurse
07.0303 Nurse Assistant - Aide
07.0305 Operating Room Technician
07.0307 Home Health Aide
07.0399 Nursing Occupations, Other
07.0400 Diagnostic, Therapeutic and Rehabilitative Occupations
07.0401 Occupational Therapy Assistant
07.0402 Physical Therapy Assistant
07.0403 Orthotic-Prosthetic Technician
07.0404 Radiologic Technologist
07.0405 Physical Therapy Aide
07.0406 Occupational Therapy Aide
07.0501 Radiologic Assistant
07.0502 Radiation Therapy Assistant
07.0503 Nuclear Medical Technologist
07.0603 Optometric Assistant
07.0604 Optometric Technician
07.0605 Pharmacy Assistant
07.0606 Dispensary Clerk
07.0700 Environmental Health Occupations
07.0701 Environmental Health Assistant
07.0705 Sanitarian Assistant
07.0799 Environmental Health Occupations, Other
07.0800 Mental Health Occupations
07.0801 Mental Health Technician
07.0803 Mental Health Assistant
07.0804 Human Services Technician
07.0805 Human Services Aide
07.0899 Mental Health Occupations,Other
07.0900 Related Health Service Occupations
07.0901 Electroencephalograph Technician
07.0902 Electrocardiograph Technician
07.0903 Respiratory Therapist
07.0904 Medical Assistant (Assistant to Physician's Office)
07.0905 Central Supply Technician
07.0906 Community Health Assistant
07.0907 Emergency Medical Technician I
07.0908 Food Service Supervisor
07.0909 Mortician
07.0910 Orthopedic Assisting
07.0911 Respiratory Therpay Technician
07.0912 Renal Care Technician
07.0913 Emergency Medical Technician II
07.0914 Emergency Medical Technician III
07.0915 Dietary Aide
07.0916 Mortician Assistant
07.0917 Animal Technician
07.0918 Veterinarian Assistant
07.0919 Biomedical Equipment Technician
07.0920 Ward Assistant
07.0921 Medical Records Technician
07.0922 Medical Records Clerk
07.0923 Medical Secretary
07.0924 Medical Unit Manager
07.0925 Medical Unit Clerk
07.0926 Receptionist
07.9900 Related Health Services Occupations, Other

CONSUMER AND HOMEMAKING
09.0101 Comprehensive Homemaking
09.0102 Child Development
09.0103 Clothing and Textiles
09.0104 Consumer Education
09.0105 Family Health
09.0106 Family Relations
09.0107 Food and Nutrition
09.0108 Home Management
09.0109 Housing and Home Furnishings
09.0199 Other
09.0200 Occupational Preparation
09.0201 Care and Guidance of Children
09.0202 Clothing Management, Production and Services
09.0203 Food Management, Production and Services
09.0204 Home Furnishings, Equipment and Services
09.0205 Institutional and Home Management and Supporting Services

INDUSTRIAL ARTS
10.0100 Industrial Arts
10.0200 IACE
10.0300 IACP
10.9900 Other

BUSINESS AND OFFICE
14.0100 Accounting and Computing Occupations
14.0101 Accountants
14.0102 Bookkeepers
14.0103 Cashiers
14.0104 Machine Operators: Billing, Bookkeeping and Computing
14.0105 Tellers
14.0199 Accounting and Computing Occupations, Other
14.0200 Business Data Processing Systems Occupations
14.0201 Computer and Console Operators
14.0202 Peripheral Equipment Operators and Keypunch and Coding
14.0203 Programmers
14.0204 Systems Analysts
14.0300 Filing, Office Machines, and General Office Clerical Occupations
14.0301 Duplicating Machine Operators
14.0302 File Clerks
14.0303 General Office Clerks
14.0399 Filing, Office Machines, and General Office Clerical Occupations, Other
14.0400 Information Communications Occupations
14.0401 Communication Systems Clerks and Operators
14.0402 Correspondence Clerks
14.0403 Mail and Postal Clerks
14.0404 Mail-preparing and Mail-handling Machine Operators
14.0405 Messengers and Office Boys and Girls
14.0406 Receptionists and Information Clerks
14.0407 Business Communications
14.0499 Information Communication Occupations, Other
14.0500 Materials Support Occupations
14.0501 Planning and Production Clerks
14.0502 Quality Control Clerks
14.0503 Shipping and Receiving Clerks
14.0504 Stock and Inventory Clerks
14.0505 Traffic, Rate, and Transportation, Clerks
14.0599 Materials, Support Occupations (Transporting, Storing, and Recording), Other
14.0600 Personnel, Training, and Related Occupations
14.0601 Educational Assistants and Training Specialists
14.0602 Interviewers and Test Technicians
14.0603 Personnel Assistants
14.0699 Personnel, Training, and Related Occupations, Other
14.0700 Stenographic, Secretarial, and Related Occupations, Other
14.0701 Executive Secretary
14.0702 Secretaries
14.0703 Stenographers
14.0800 Supervisory and Administrative Management Occupations
14.0801 Administrative Assistants
14.0802 Budget Management Analysts
14.0804 Data-Methods and System-Procedures Analysts
14.0805 Office Managers and Chief Clerks
14.0899 Supervisory and Administrative Management Occupations, Other
14.0900 Typing and Related Occupations
14.0901 Clerk-Typist
14.0902 Typists
14.9900 Office Occupations, Other
14.9901 Simulation

TECHNICAL (Post Secondary Only)

16.0101 Aeronautical Technology
16.0103 Architectural Technology
16.0104 Automotive Technology
16.0105 Chemical Technology
16.0106 Civil Technology
16.0107 Electrical Technology
16.0108 Electronics Technology
16.0109 Electromechanical Technology
16.0110 Environmental Control Technology
16.0111 Industrial Technology
16.0112 Instrumentation Technology
16.0113 Mechanical Technology
16.0114 Metallurgical Technology
16.0115 Nuclear Technology
16.0116 Petroleum Technology
16.0117 Scientific Data Technology
16.0199 Engineering-related Technology, Other
16.0200 Agriculture-Related Technology
16.0203 Food Processing Technology
16.0499 Office-Related Technology, Other
16.0601 Commercial Pilot Training
16.0602 Fire and Fire Safety Technology
16.0603 Forestry Technology
16.0605 Police Science
16.0699 Miscellaneous Technical Education, Other
16.9901 Air Pollution Technology
16.9902 Water and Waste Water Technology

TRADE AND INDUSTRY

17.0100 Air Conditioning
17.0101 Cooling
17.0102 Heating
17.0103 Ventilating (Filtering and Humidification)
17.0200 Appliance Repair
17.0201 Electrical Appliances
17.0202 Gas Appliances
17.0300 Automotive
17.0301 Body and Fender
17.0302 Mechanics
17.0303 Specialization, Other
17.0400 Aviation Occupations
17.0401 Aircraft Maintenance
17.0402 Aircraft Operations
17.0403 Ground Operations
17.0500 Blueprint Reading
17.0600 Business Machine Maintenance
17.0700 Commercial Art Occupations
17.0701 Interior Decorating
17.0702 Window Display
17.0703 Product Design
17.0800 Commercial Fishery Occupations
17.0801 Seamanship
17.0802 Ship and Boat Operation and Maintenance
17.0899 Commercial Fishery Occupations, Other
17.0900 Commercial Photography Occupations
17.0901 Photographic Laboratory and Darkroom Occupations
17.1000 Construction and Maintenance Trades
17.1001 Carpentry
17.1002 Electricity
17.1003 Heavy Equipment
17.1004 Masonry
17.1005 Painting and Decorating
17.1006 Plastering
17.1007 Plumbing and Pipefitting
17.1008 Dry-Wall Installation
17.1009 Glazing
17.1010 Roofing
17.1099 Other Construction and Maintenance
17.1100 Custodial Services
17.1200 Diesel Mechanic
17.1300 Drafting
17.1400 Electrical Occupations
17.1401 Industrial Electrician
17.1402 Lineman
17.1403 Motor Repairman
17.1500 Electronics Occupations
17.1501 Communications
17.1502 Industrial Electronics
17.1503 Radio/Television
17.1600 Fabric Maintenance Services
17.1601 Drycleaning
17.1602 Laundering
17.1699 Fabric Maintenance Services, Other
17.1700 Foremanship, Supervision and Management Development
17.1900 Graphic Arts Occupations
17.1901 Composition, Makeup, and Typesetting
17.1902 Printing Press Occupations
17.1903 Lithography, Photography, and Platemaking
17.1904 Photoengraving
17.1905 Silkscreen Making and Printing
17.1906 Bookbinding
17.1999 Graphic Arts, Other
17.2000 Industrial Atomic Energy
17.2001 Installation, Operation, and Maintenance of Reactors
17.2002 Radiography
17.2003 Industrial Uses of Radioisotopes
17.2099 Industrial Atomic Energy, Other
17.2100 Instrument Maintenance and Repair
17.2101 Instruments (Other than Watches and Clocks)
17.2102 Watchmaking and Repair
17.2200 Maritime Occupations
17.2300 Metalworking
17.2301 Foundry
17.2302 Machine Shop
17.2303 Machine Tool Operation
17.2304 Metal Trades, Combined
17.2305 Sheet Metal
17.2306 Welding and Cutting
17.2307 Tool and Die Making
17.2308 Die Sinking
17.2309 Metal Patternmaking
17.2399 Metalworking, Other
17.2400 Metallurgy
17.2600 Personal Services
17.2601 Barbering
17.2602 Cosmetology
17.2699 Other Personal Services
17.2700 Plastics Occupations
17.2800 Public Service Occupations
17.2801 Fireman Training
17.2802 Law Enforcement Training
17.2899 Public Service Occupations, Other
17.2900 Quality Food Occupations
17.2901 Baker
17.2902 Cook/Chef
17.2903 Meat Cutter
17.2904 Waiter/Waitress
17.2999 Quality Food Occupations, Other
17.3000 Refrigeration
17.3100 Small Engine Repair
17.3200 Stationary Energy Sources Occupations
17.3201 Electrif Power Generating Plants
17.3202 Tailoring
17.3399 Textile Production and Fabrication
17.3400 Leatherworking
17.3401 Shoe Manufacturing
17.3402 Shoe Repair
17.3500 Upholstering
17.3600 Woodworking
17.3601 Millwork and Cabinet Making
17.3699 Woodworking, Other
17.9900 Trade and Industrial Occupations, Other
17.9901 American Industries Project
17.9902 IACP
17.9903 ISP

* SUPPORT SERVICES - SECONDARY

24.0231 Handicapped
23.0207 Disadvantaged
25.0233 Cooperative
25.0234 Work Study
25.0203 Energy
25.1106 Construction
25.0247 Support Services
25.0215 Stipends
25.0224 Placements
25.0247 Day Care
25.0204 Special Groups
32.0250 Guidance and Counseling
27.0221 Curriculum
27.0240 Innovation and Exemplary
32.0217 Personnel Training
32.0249 Sex Bias
27.0235 Consumer Homemaking
39.0614 Bilingual
27.0214 Research
26.0232 Depressed
51.0101 Administration and Supervision
32.0217 Teacher Training
25.0228 Vocational Conference
25.0246 World of Work
27.0240 Exploratory Vocational
27.0251 Career Education
25.0275 Do Not Know

* SUPPORT SERVICES - POST SECONDARY

24.0331 Handicapped
23.0307 Disadvantaged
25.0333 Cooperative
25.0334 Work Study
25.0303 Energy
25.1206 Construction
25.0347 Support Services
25.0315 Stipends
25.0324 Placements
25.0348 Day Care
25.0304 Special Groups
25.0349 Residential Schools
32.0350 Guidance and Counseling
27.0321 Curriculum
27.0340 Innovation and Exemplary
32.0317 Personnel Training
32.0349 Sex Bias
30.0313 Special Need
27.0335 Consumer Homemaking
39.0614 Bilingual
27.0341 Research
26.0332 Depressed
51.0101 Administration and Supervision
32.0317 Teacher Training
25.0328 Vocational Conference
27.0340 Exploratory-Vocational
27.0351 Career Education
25.0375 Do Not Know

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

DIRECTIONS

VOCATIONAL-TECHNICAL PERSONNEL - CURRICULUM INFORMATION FORM

Your function as a teacher of secondary, post secondary, and/or adult vocational-technical education is vital to the social and economic welfare of the people of Utah. It is imperative that every available financial, administrative, and organizational resource be provided for you and your work. In order that such resources may be properly managed from the federal, state, and local levels, your cooperation in the administration of a Statewide Management Information System is essential. The student and teacher record forms, to be completed under your direction, are a vital part of this system.

SPECIFIC DIRECTIONS, FACULTY FORM:

1. Item 1: Indicate in the upper left-hand corner whether this is a new program or a change in the program.

2. Item 2: Print and mark your last name - begin in the block indicated by the arrow. Place one letter in each block, last name first. Fill in bubble under each letter.

3. Item 3 and 4: Write and mark the first initial of your first and middle name.

4. Item 5: Write and mark your social security number.

5. Item 6: Mark your sex.

6. Item 7: Mark your race.

7. Item 8: Mark your status.

8. Item 9: LEA Number

   (1) Institution/District - this will be provided by the Coordinator/Vocational Director. Write and mark the numbers provided.

   (2) School - this will be provided by the Coordinator/Vocational Director. Write and mark the numbers provided.

9. Item 10: Mark whether you are teaching secondary, post secondary or adult courses. (Please fill in a new form for each level.)

10. Item 11: Mark your classification.

11. Item 12: If you are teaching in one or more of the special categories listed, mark the appropriate category(ies).

12. Item 13: Fiscal Year is the last two digits of the fiscal year when the program ends. (For example, a school year ending June, 1977, is FY 77.) Write and mark the appropriate numbers.

13. Item 14 through 19: If you are teaching more than one vocational course, please complete the information in Items 14 through 19 for each vocational course you teach this semester, year, quarter, etc.

(1) Mark the term that this course or program ends. (For example, mark 2 if the program is a semester course; 4 if the program is a second semester course. If it is a summer school course, mark the "S".

(2) Mark the "A" if you are teaching this course; the "D" if you are dropping it. (Mark Item 1 - change.)

(3) O.E. Code: Write and mark the appropriate six-digit O.E. Code from the list provided by the Vocational Director.

(4) Class Number: Write and mark the two-digit number in the space provided.

(5) Then, write and mark the total number of hours you teach this course. (For example, 0180 would be marked if you taught this course one hour per day, five days a week, for one school year, or 0360 would be marked if you taught this course two hours per day, five days a week, for one school year. Or, 0096 would be written and marked if you taught this course two hours per day, three days a week for sixteen weeks.)

(6) Continue to the next block if you teach more vocational courses. Complete a block for each additional vocational course you teach. Item 15 through 19.

14. Special Instructions for Support Personnel

All support personnel must fill out a staff assignment sheet. please indicate the total number of hours you spend in your position (as identified) during the year in one of the program blocks (Items 14-19). Use the support codes on the O.E. Code program sheet as they apply.

Example:

Full-Time Director--8 hours a day, 5 days a week, 220 days = 8 x 5 = 40 x 220 = 8800 hours.

15. Official Use Only Section (Student Form)

Students are not to make any marks in this area. This section on the student form refers to a student that requires special services or related education that will allow them to succeed in the regular vocational program.

The Top Official Use section refers to a Handicapped Person.

If you, as the teacher, can visually determine that the student will be unable to succeed because of a handicap, do the following:

(1) Mark "H" for handicapped.

(2) Check the definitions section then mark appropriate bubble:

MR	Mentally Retarded
HH	Hard of Hearing
D	Deaf
SI	Speech Impaired
V	Visual Handicapped
ED	Emotionally Disturbed
O	Orthopedically Impaired
LD	Learning Disability

(3) If you are not able to determine visually, refer this section to the district office for a determination.

16. The second Official Use Only section refers to disadvantaged students who are unable to succeed in regular vocationl programs without special assistance or a modification in the curriculum.

If you, as a teacher can determine by contact with the student that he or she is Unable To Succeed, or they are in a special program, do the following only:

(1) Mark "D" if disadvantaged.

(2) Mark "US" if unable to succeed. (If a student is already in a disadvantaged or handicapped program and is still unable to succeed mark "US".)

(3) Mark "LE" if a student has limited English-speaking ability.

(4) Mark "IA" if this program is an industrial arts program.

(5) Mark "CH" if this program is a consumer and homemaking course.

The rest of the bubbles will be referred to the district office for determination.

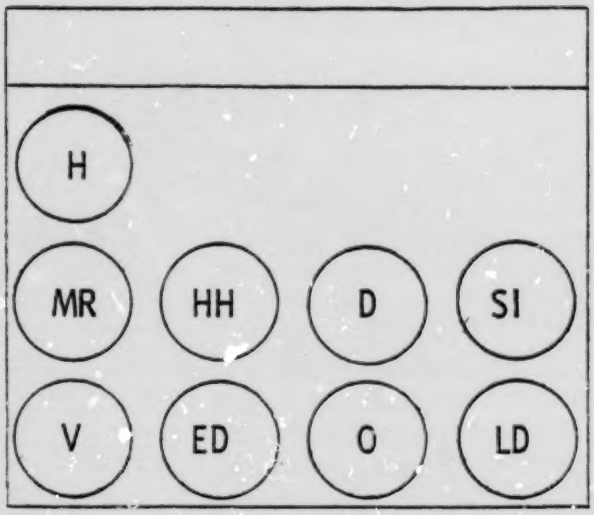
The codes are:

C	Cooperative
P	Placement Program
IE	Innovative and Exemplary Program
SN	Special Needs Program
S	Stipends - Being paid to student
DC	Day Care Programs for Adults
CH	Consumer Homemaking Program
BI	Bi-Lingual Program
WS	Work Study Program - Identified by federal programs
DA	Depressed Area Funds in Consumer and Homemaking Programs

DETAILED BREAKDOWN
OF THE OFFICIAL USE ONLY BLOCKS

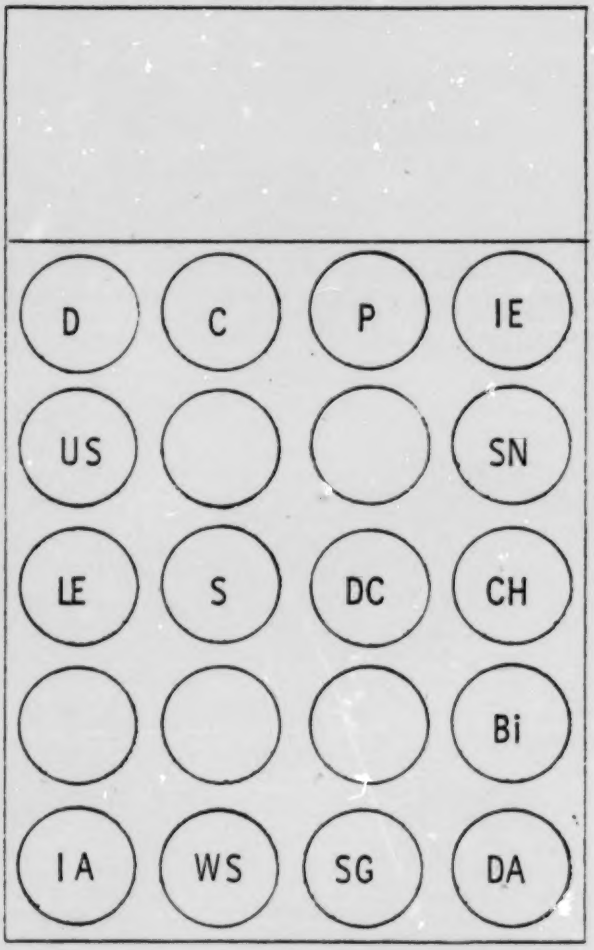
H = Handicapped

MR = Mentally Retarded
HH = Hard of Hearing
V = Visually Handicapped
ED = Emotionally Disturbed



D = Deaf
SI = Speech Impaired
O = Orthopedically Impaired
LD = Learning Disability

D = Disadvantaged
C = Cooperative
US = Unable to Succeed
LE = Limited English Speaking
S = Stipends
IA = Industrial Arts
WS = Work Study



P = Placements
IE = Innovation & Exemplary
SN = Special Needs
DC = Day Care
CH = Consumer Homemaking
Bi = Bilingual
SG = Special Groups
DA = Depressed Areas

*See Definitions

Confirming 8/15/77

UTAH STATE BOARD FOR VOCATIONAL EDUCATION — STAFF ASSIGNMENT

Form No. 2099
SBE 09 1330 03
6 28 77 (3M)

1 ○ NEW ○ CHANGE

2 LAST NAME | 3 F I | 4 M I

5 SOCIAL SECURITY NO.

13 FY

6 SEX
- Male ○
- Female ○

7 RACE
- Amer. Indian ○
- Black ○
- As.-Pac. Island ○
- Hispanic ○
- White ○

8 STATUS
- Full-Time ○
- Part-Time ○

9 LEA NO.
INST DIST | SCHOOL

10 MARK ONE
- Secondary ○
- Post-Secondary ○
- Adult Education ○

11 CLASSIFICATION
- Teacher ○
- Director ○
- Supervisor ○
- Guidance ○
- Para Profession ○
- Other ○

12 SPECIAL TEACHING CATEGORIES
- Bi-Lingual ○
- Coop ○
- Disadvantaged ○
- Handicapped ○
- Exemplary ○

14 Ⓐ PROGRAM NO. Ⓓ ① ② ③ ④ ⑤ TOTAL HOURS INSTRUCT
OE Code | Class #

15 Ⓐ PROGRAM NO. Ⓓ ① ② ③ ④ ⑤ TOTAL HOURS INSTRUCT
OE Code | Class #

16 Ⓐ PROGRAM NO. Ⓓ ① ② ③ ④ ⑤ TOTAL HOURS INSTRUCT
OE Code | Class #

17 Ⓐ PROGRAM NO. Ⓓ ① ② ③ ④ ⑤ TOTAL HOURS INSTRUCT
OE Code | Class #

18 Ⓐ PROGRAM NO. Ⓓ ① ② ③ ④ ⑤ TOTAL HOURS INSTRUCT
OE Code | Class #

19 Ⓐ PROGRAM NO. Ⓓ ① ② ③ ④ ⑤ TOTAL HOURS INSTRUCT
OE Code | Class #

NCS Trans-Optic F4598-54321

21

22

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

DIRECTIONS

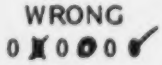
VOCATIONAL-TECHNICAL STUDENT FORM

GENERAL DIRECTIONS:

1. Each student enrolled in a vocational-technical occupational program is required to complete a student record form.

2. Marking Instructions:
   a. Use No. 2 lead pencil only.
   b. Do NOT use ink or ball point pens.
   c. Make heavy black marks that fill circle completely (see illustration below).
   d. Erase cleanly any response you wish to change.
   e. Make no stray marks on the form.

WRONG



RIGHT

3. Students enrolled in more than one vocational program will report all programs on ONE form.

4. Students enrolled at different levels of instruction will fill out a new student enrollment form for each level. (Example: secondary and adult, etc.)

SPECIFIC DIRECTIONS, STUDENT FORM:

Item 1: Indicate in the upper left hand corner whether this is a new program or a change in the program.

Item 2: Print and Mark your Last Name - Print your name under title "Student Last Name". Begin in the block indicated by the arrow. Place one letter in each block. Fill in bubble under each printed letter.

Item 3: Write and Mark the First Letter of your first name.

Item 4: Write and Mark the first letter of your Middle Name, if you have one.

Item 5: Write and Mark your Telephone Number, if you have one.

Item 6: Mark your Sex.

Item 7: Mark your Grade.

Item 8: Second Language: If a second language is spoken in your home other than English, mark this block.

Item 9: Mark your Race.

Item 10: Your teacher will tell you what information to Print and Mark for the institution/district.

Item 11: Your teacher will tell you what information to Print and Mark for your school.

Item 12: Write and Mark your Social Security Number, if you have one.

Item 13: If you don't have a Social Security Number, write and mark your student number. (Your teacher will assign this if you don't have one.)

Item 14: The teacher will provide you with occupational goal numbers. Select the one that best describes your occupational choice then write and mark your occupational goal.

Item 15: Secondary, Post-Secondary, Adult - Mark whether you are in secondary, post-secondary, or one of the three adult programs.

Item 16: Program Number

THIS SECTION IS USED FOR REGISTERING YOUR VOCATIONAL CLASSES OR FOR ADDING OR DROPPING PROGRAMS.

(1) Fill in the "A" if you are adding this course. The "D" if you are dropping the course. Check Item 1 for change.

(2) O.E. Code: Your teacher will provide a list of the six digit program numbers. Write and Mark these six numbers.

(3) Your teacher will provide a two-digit class number. Write and Mark these two numbers.

(4) If you are enrolled in a co-op class, you will complete the related class in program section then record work hours in the co-op section in the lower right-hand corner, Block 23 for Co-op Hours.

Item 17: through 22: If you are enrolled in more than one vocational course, please complete the information in Items 16 through 22 for each additional course you are enrolled in this semester, year, quarter, etc.

Follow the instructions in Item 16 above when you complete these blocks.

Item 23: Mark the specific Co-Op Area: If you are enrolled in a cooperative program, record the six digit program number and the hours spent on the job that matches the related class recorded above.

Co-Op Hours: Write the number of hours per day you work on the job in Co-op.

WHAT TO DO WITH FORMS:

1. All forms are to be collected by your teacher.

2. When a teacher has collected the forms for all the vocational students he/she teaches, the teacher should verify correctness of each form.

3. Teachers will complete the "Official Use Only Block". (See Staff Instruction.)

Confirming 8/15/77

1 ○NEW ○CHANGE

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

STUDENT ENROLLMENT FORM

Form No. 2100
SBE 09-1330-04
6 28 77 (400M)

2 STUDENT LAST NAME | 3 FI | 4 MI

5 TELEPHONE NO.

OFFICIAL USE ONLY
H
MR HK D SI
V ED O LD

OFFICIAL USE ONLY
D C P IE
US SN
LE S DC CH
Bi
IA WS SG DA

6 SEX
Male ○ Female ○

7 GRADE
7 8 9 10 11 12 13 14 U

8 MARK IF SECOND LANGUAGE SPOKEN IN HOME ○

9 RACE
Amer. Indian ○ Hispanic ○
Black ○ White ○
As./Pac. Is. ○

15
SECONDARY ○ ADULT EDUC. - PREPARATORY ○
POST SECONDARY ○ ADULT EDUC. - SUPPLEMENTARY ○
SUMMER PROG ○ ADULT EDUC. - APPRENTICESHIP ○

16 Ⓐ PROGRAM NO. Ⓓ — OE Code | Class #
17 Ⓐ PROGRAM NO. Ⓓ — OE Code | Class #
18 Ⓐ PROGRAM NO. Ⓓ — OE Code | Class #
19 Ⓐ PROGRAM NO. Ⓓ — OE Code | Class #
20 Ⓐ PROGRAM NO. Ⓓ — OE Code | Class #
21 Ⓐ PROGRAM NO. Ⓓ — OE Code | Class #

LEA NO.
10 INST DIST | 11 SCHOOL

12 SOCIAL SECURITY NO.

13 USBE DP STUDENT NO.

14 OCCUPATIONAL GOAL

22 Ⓐ PROGRAM NO. Ⓓ — OE Code | Class #

23
USE THIS AREA TO REPORT A PROGRAM WHICH HAS RELATED COOP HOURS

Ⓐ PROGRAM NO. Ⓓ — OE Code | Class # | COOP HOURS PER DAY

NCS Trans Optic F4596 54321

23

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UTAH STATE BOARD FOR VOCATIONAL EDUCATION

DIRECTIONS

ADA/ADM TRANSMITTAL

The following information will be preprinted for your programs:

1. Instituion/District
2. School
3. Program by O.E. Code and Class Number
4. Fiscal Year
5. Page Number
6. Teacher
7. Class
8. Student Name/Number

The following is to be completed by the teacher:

CLASS COMPLETORS

ABSENCES BY PERIODS (HOURS)

PERIOD (HOURS) BELONGING IN SEMESTER, SCHOOL YEAR, OR OTHER.

PROGRAM COMPLETORS

Specific Directions

1. Class completion--Mark if the student satisfactorily completes the class.

2. Indicate the number of "Absences by Periods (Hours)" for each student as follows:

   a. If the student has been absent 5 periods or hours, fill in the number 5 bubble under the heading "ones".

      1 2 3 4 5 6 7 8 9

   b. If the student has been absent 12 periods or hours, fill in the number 2 bubble under the heading "ones" and the number 10 bubble under the heading "tens"

      1 2 3 4 5 6 7 8 9 10 20 30 40 50 60 70 80 90

   c. If the student has never been absent, do not mark anything in the "Absences" section.

3. Indicate the number of "Periods (Hours) Belonging" for each student as follows:

   a. If your class was scheduled to run 180 periods, and students were enrolled from Day 1, fill in the number 100 under the "100's" heading; fill in the number 80 under the "tens" heading; and do not fill in anything under the "ones" heading.

   100 200 300 400 500 10 20 30 40 50 1 2 3 4 5

   600 700 800 900 60 70 80 90 6 7 8 9

   b. If your class was scheduled to run 180 periods, and a student was enrolled from Day 5 (period 5) OR enrolled on Day 1 but checked out on Day 175, fill in the number 100 under the "100's" heading; fill in the number 70 under the "tens" heading; and fill in the number 5 under the "ones" heading.

   100 200 300 400 500 10 20 30 40 50 1 2 3 4 5

   600 700 800 900 60 70 80 90 6 7 8 9

   c. If your class was scheduled to run 96 periods, and a student was enrolled from Day 3 (period 3) OR enrolled on Day 1 but checked out on Day 93, do not fill in anything under the "100's" heading; fill in the number 90 under the "tens" heading; and fill in the number 3 under the "tens" heading; and fill in the number 3 under the "one's" heading.

   100 200 300 400 500 10 20 30 40 50 1 2 3 4 5

   600 700 800 900 60 70 80 90 6 7 8 9

4. Program Completors are defined as "students who successfully completed the school's designated sequence of vocational instruction in their programs of study and have gained marketable skills. Example: a (12) graduating senior.

   If a student fits this definition, fill in the bubble in the "Program Compl." column.

5. Program Leavers are defined as students who terminated their training in a class or program prior to normal completion but who have gained a marketable skill and are employable.

Confirming 8/12/77

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

VOCATIONAL STUDENT ATTENDANCE/COMPLETER/LEAVER FORM

Form No. 2101
SBE 09-1300-05
6/28/77 (20M)

INST./DIST.:
SCHOOL:
TEACHER:
CLASS:

INST DIST	SCHOOL	PROGRAM (OE)	CI #	FY	PAGE
00	000	000000	00	00	000

Mark Program Completer Leaver response below if student is to be included in follow-up survey.

	STUDENT NAME/NUMBER	CLASS COMPLETER	ABSENCES BY PERIODS (HOURS) TENS	ABSENCES BY PERIODS (HOURS) ONES	PERIODS (HOURS) BELONGING 100's	PERIODS (HOURS) BELONGING TENS	PERIODS (HOURS) BELONGING ONES	PROGRAM COMP	PROGRAM LVR
1			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
2			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
3			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
4			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
5			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
6			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
7			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
8			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
9			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
10			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
11			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
12			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
13			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
14			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
15			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
16			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		
17			10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9	100 200 300 400 500 600 700 800	10 20 30 40 50 60 70 80 90	1 2 3 4 5 6 7 8 9		

UTAH STATE BOARD FOR VOCATIONAL EDUCATION
VOCATIONAL STUDENT ATTENDANCE/COMPLETER/LEAVER FORM
VOCATIONAL
TECHNICAL
ADULT EDUCATION

INST DIST: Davis
SCHOOL: Davis High
TEACHER: Montgomery
CLASS: Carpentry

INST DIST | SCHOOL | PROGRAM CODE | CLASS | FY | PAGE

Form No. 2101
SBE 09 [illegible] 05
6 25 [illegible] 20M

Mark Program Completer Leaver response below if student is to be included in follow up survey.

	STUDENT NAME/NUMBER			CLASS COMPLETER	ABSENCES BY PERIODS (HOURS) TENS	ABSENCES BY PERIODS (HOURS) ONES	PERIODS (HOURS) BELONGING 100's	PERIODS (HOURS) BELONGING TENS	PERIODS (HOURS) BELONGING ONES	PROGRAM COMP	PROGRAM LVR
1	Adams	A L	529304839								
2	Baker	T E	529315948								
3	Carter	B E	529540908								
4	Dokes	J O	529348473								
5	Estes	B O	753239700								
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

DIRECTIONS

STUDENT FOLLOW-UP TRANSMITTAL

The following information will be preprinted for your programs.

1. Institute/District
2. School
3. O.E. Code and Class Number
4. Fiscal Year
5. Page Number
6. Student Name/Telephone Number

Specific Directions

1. "Was Student Satisfied with Course?" - Fill in either "Y" for yes or "N" for no.

2. "Placed Full-Time"

   a. Related - If the student is employed full time and the employment is related to the student's training, fill in the bubble under "Related".

   b. Unrelated - If the student is employed full time and the employment is not related to the student's training, fill in the bubble under "Unrelated".

3. Unemployed: If the student is currently unemployed and actively seeking work, fill in the bubble under "Unemployed".

4. Continuing Education: This is defined as "those going on to higher or other education either full or part time (do not include part time education if also working full time). Fill in the bubble if the student is continuing education by the definition provided.

5. Other Reasons Not Available for Placement: This is defined as "former students who completed their programs of study (see definition of completors below) but were not available for placement because of entering the military, religious missions, going on to higher or other education, health, marriage, change of goals, or other reasons."

   "Completor" is defined as a student who has successfully completed the school's designated sequence of vocational instruction in their programs of study or who terminated their training in a program prior to normal completion time but who have gained marketable skills and have been employed full time in the field for which they have been trained, or in a related field.

   Fill in the bubble in this category if the student is not available for placement.

6. Status Unknown: If the student's present status is unknown, fill in the bubble in this column.

Continuing 8/12/77

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

VOCATIONAL STUDENT FOLLOW-UP TRANSMITTAL

Form No. 2103
SBE 09 1300-07
6/28/77 (5M)

INST./DIST.:
SCHOOL:
TEACHER:
CLASS:

INST DIST	SCHOOL	PROGRAM (OE)	Cl.#	FY	PAGE

	STUDENT NAME/TELEPHONE NUMBER	WAS STUDENT SATISFIED WITH PROGRAM?	PLACED FULL-TIME		UNEMPLOYED (SEEK, WORK)	CONTINUING EDUC.		OTHER REASONS NOT AVAILABLE FOR PLACEMENT	STATUS UNKNOWN
			RELATED	UNRELATED		RELATED	UNRELATED		
1		Y N	○	○	○	○	○	○	○
2		Y N	○	○	○	○	○	○	○
3		Y N	○	○	○	○	○	○	○
4		Y N	○	○	○	○	○	○	○
5		Y N	○	○	○	○	○	○	○
6		Y N	○	○	○	○	○	○	○
7		Y N	○	○	○	○	○	○	○
8		Y N	○	○	○	○	○	○	○
9		Y N	○	○	○	○	○	○	○
10		Y N	○	○	○	○	○	○	○
11		Y N	○	○	○	○	○	○	○
12		Y N	○	○	○	○	○	○	○
13		Y N	○	○	○	○	○	○	○
14		Y N	○	○	○	○	○	○	○
15		Y N	○	○	○	○	○	○	○
16		Y N	○	○	○	○	○	○	○
17		Y N	○	○	○	○	○	○	○

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

DIRECTIONS

FINANCIAL REPORT

The following information should be preprinted on your form:

1. Institution/District Number
2. O.E. Program Number
3. Fiscal Year
4. Students Served:
   a. Secondary
   b. Post Secondary
   c. Adult-Preparatory
   d. Adult-Supplemental
   e. Adult-Apprenticeship
   f. Summer Program

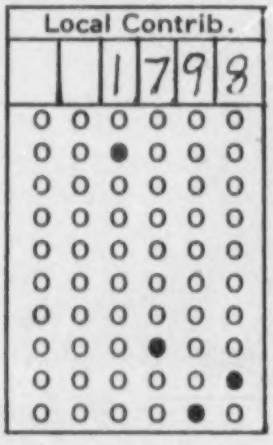
Specific Directions

1. Indicate whether this form is either:

   a. Budget (Estimated Revenues/Expenditures)
   b. Final Report (Actual Revenues/Expenditures)

2. Indicate Local Revenues, Tuition and Other

   a. Round off figures to the nearest dollar
   b. Write and mark the amount anticipated/received.
   c. Keep figures to the right (the extreme right digit should be in the extreme right-hand column). For example, if the amount is $1,798, the eight should be in the ones column; the nine, the tens column; the seven, in the 100's column; and so on.



3. Indicate State Revenues--write and mark the amount anticipated/received.

   a. Set Aside (Innov) 31.01
   b. Leg. Approp.
   c. Spec. Purpose (Summer Ag/Home Ec)
   d. All other State (Add-on/Incen.)

4. Indicate Federal Revenues--write and mark the amount anticipated/received.

   a. When reporting the Special Funds used under the Basic Grant monies, indicate the following:

      1. Mark the proper category (e.g. Handicapped or Work Study) in the extreme lower left-hand corner.

      2. Indicate the amount of the Special Funds--write and mark the amount anticipated/received (right justify the dollars amount)

   b. Write and mark the Regular Fund monies anticipated/received under the Basic Grant.

   c. Indicate Program Improvement monies.

      1. Mark the proper category.

      2. Write and mark the amount anticipated/received.

5. Expenditures--side 2

   a. Write and mark the amount actually expended in each category provided on the form.

   b. Please note: in the block allocated for Indirect Costs--Federal Nonrestrictive/Federal Restrictive, indicate which category was used.

DEFINITIONS

OFFICE OF EDUCATION PROGRAM NUMBER

A number assigned by the U. S. Office of Education to a plan of activities and procedures designed to accomplish a predetermined objective or set of allied objectives in vocational education. Example: 17.23 06 Welding and Cutting.

SUMMER PROGRAM

Vocational Agriculture or Vocational Homemaking course taught in the summer.

LOCAL REVENUE - TUITION

A payment or charge for instruction.

LOCAL REVENUE - OTHER

Revenue from; local taxes, transportation fees, gains from sales, rentals, and so forth, except tuitions.

BUDGET

A plan of financial operation giving an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them.

STATE REVENUES - AREA CENTER APPROPRIATION

A revenue appropriation from the state legislature to be used for area vocational centers and other area centers.

STATE REVENUES - SET ASIDE (INNOVATIVE)

A special allocation by the state legislature to the State Board of Education for vocational programs for secondary students.

STATE REVENUES - SPECIAL PURPOSE

State weighted pupil unit money to be used for summer agriculture and summer homemaking courses.

ALL OTHER STATE REVENUE - INCLUDING ADD-ON FUNDS AND INCENTIVE FUNDS

Add-on funds are the basic monies received from the state legislature to cover the increase of costs of the vocational program as compared to a regular program. Incentive funds are a block of money consisting of 20% of the total add-on funds to be used by the State Board as an incentive for sending students to larger school districts or centers.

SALARIES OF CONSULTANT OR SUPERVISORS OF INSTRUCTION

The full-time salaries and prorated portions of salaries for services rendered as general or subject consultants or supervisors of instruction, including consultants or supervisors of media centers and of audiovisual education, regardless of where their offices may be located.

STUDENT COMPENSATION

Salaries for any student assistants or aids to the instructional staff other than secretarial and clerical personnel.

SALARIES ALL OTHER

Salaries for Teachers - The full-time salaries and prorated portions of salaries for all teaching services rendered to pupils or students in the public schools including the salaries of teachers of special classes.

Other Salaries for Instruction - These are the salaries of teacher aids and para-professionals.

EMPLOYEE BENEFITS (for student compensation only. All other social security and retirement is recorded and reimbursed elsewhere.)

810 is the school district contribution to employee retirement. All expenditures by the school district to funds which have been established by the state and have been built up through contribution from participants and other sources for the purposes of making payments either on an annuity basis or in a lump sum to those who retire from service in the educational system by reason of age, disability, or length of service. This also includes the social security expenditures by the school district to social security and local retirement fund expenditures by Salt Lake, Provo, and Ogden School Districts.

820 may be recorded any insurance premium payments, employee benefit insurance such as life insurance, dental insurance, industrial insurance paid out for the employee.

PURCHASE SERVICES

Purchased or contracted services for instructions - The expenditure that is recorded here is the money spent for services not done by employees on the normal payroll but rather those services obtained by a special contract.

All Other Expenses for Instruction - This includes miscellaneous supplies for instruction such as freight and cartage for instructional materials.

Office Supplies, Curriculum Supplies, Professional Books, Subscriptions, Gas and Oil for Vehicles Assigned to the Instructional Personnel - It also includes travel and expenses for instruction of all instructional personnel, graduation expenses, assembly speakers, membership dues, etc.

SUPPLIES AND MATERIALS

This includes all expenditures for supplies which are actually or constructively consumed in the teaching-learning process including freight and cartage of them. For example, tests, chalk, paper, ink, pencils.

CAPITAL OUTLAY (REPLACEMENT EQUIPMENT)

The cost of replacing a piece of equipment with another of new material of like kind and quality which is not built-in items and are manufactured by other than district employees. Instructional equipment is that which is purchased for use by pupils in instructional staff in instructional programs such as desks, seats, chairs, tables, workbenches, shop machinery, tools, etc.

CAPITAL OUTLAY (NEW EQUIPMENT)

The cost of initial or additional purchase of equipment such as furniture, furnishings, machinery, and vehicles that are not an integral part of buildings or building services.

INDIRECT COSTS LOCAL

These are indirect costs that cannot be easily cost accounted to the vocational program. A special percentage of the direct costs is permitted each year for indirect expenditures by the local school district. A certain percentage for vocational education is called the unrestricted percentage. The amount is the product of the unrestricted percentage times the direct cost. The indirect cost for the federal program is based on a stipulated amount published in a list each year by the External Support Services. Indirect Costs for Federal expenditures are listed as nonrestrictive or restrictive. The percentage amounts are calculated in the same fashion as the local indirect costs. Any amounts can be secured from the State Board of Education.

BASIC GRANT (Part B and Section 120)

The allotments of funds equaling 80% of the total amount of funds available under P.L. 94-482.

DISADVANTAGED

A person other than a handicapped person who: (1) has academic or economic disadvantages and requires special services assistance or programs in order to enable them to succeed in vocational education programs.

HANDICAPPED

A person who is mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously and emotionally disturbed, crippled (orthopedically impaired).

VOCATIONAL EDUCATION PROGRAMS

Organized education programs which are directly related to the preparation of individuals for paid or unpaid employment or for additional information (upgrading and retraining) for a career requiring other than a baccalaureate or advanced degree.

Organized education program means only instruction related to the occupation or occupation for which the students are in training or instruction necessary for students to benefit from such training and the acquisition, maintenance, and repair of instructional supplies, teaching aids, and equipment.

Vocational education does not mean the construction, acquisition, or initial equipment of buildings or in acquisition of rental or land.

SECONDARY

See previously defined on student form.

POST SECONDARY

See previously defined on student form.

STUDENT ORGANIZATIONS

A program that is an integral part of the vocational education instruction offered. It includes training in organized educational program which is directly related to the preparation of individuals for paid or unpaid employment in a career requiring other than a baccalaureate or high degree. Groups of adolescents or young adults organized for various purposes as related to vocational education.

WORK STUDY (Part H and Section 121)

A program designed to provide employment for students who could not continue in school without the financial support provided them through a job.

COOPERATIVE EDUCATION (Part G and Section 122)

A combination program of study and practice conducted on an alternating schedule of half days, weeks, or other periods of time providing legal employment for students with organized on-the-job training and related school instruction.

ENERGY EDUCATION (Section 123)

A program for the training of minors, supervisors, or technicians environmentalists in the field of coal mining, coal mining technology including those programs that are supplementary demonstration projects for short-term seminars.

CONSTRUCTION RESIDENTIAL SCHOOLS (Section 124)

A special funding source exclusively or principally for the development or building of a facility for the teaching of vocational programs. A specialized high school used exclusively or principally for the provisions of vocational

education to persons who are available for study in preparation for entering the labor market. A technical or vocational school used exclusively or principally for provision of vocational education to persons who have completed or left high school and who are available for study in preparation for entering the labor market.

STIPENDS (Section 120)

The provisions of stipends for students entering or already enrolled in vocational education programs if the students have acute economic needs which cannot be met under the work study program.

PLACEMENT SERVICES

Funds provided for students who have successfully completed vocational education programs and cannot continue their education because of, or due to, an inadequate funding in other programs providing similar activities or services in areas that adequately meet the needs for placement of students who have successfully completed vocational education programs.

INDUSTRIAL ARTS

A body of related subject matter or related courses organized for the development of understanding about the technical consumer, occupational, recreational, organizational, managerial, social, historical, and cultural aspects of industry and technology.

SUPPORT SERVICES FOR WOMEN

Funds available for programs for support services for women who enter vocational education programs that are designed to prepare individuals for employment in jobs which have been traditionally limited to men.

DAY CARE SERVICES

The purpose of providing appropriate care and protection of infants, preschool, and school-age children in order to afford students who are parents the opportunity to participate in vocational education programs.

PROGRAM IMPROVEMENT (Part C grants to states for research, Part D grants to states for innovation, and Part I grants for curriculum development)

A section of the law that will require 20% of the 100% allocation of funds for the improvement of vocational education by the support of research, exemplary innovative programs and curriculum development.

RESEARCH (Part C and Section 131)

A Research Coordinating Unit will be established by the State Board to coordinate research exemplary innovative programs and curriculum development activities in the state.

EXEMPLARY AND INNOVATIVE PROGRAMS (Part D and Section 132)

Programs to develop high quality vocational education for urban centers with high concentration of economically disadvantaged individuals, unskilled workers and unemployed individuals. There are also programs developed with training opportunities for persons in sparsely populated rural areas and individuals migrating from farms to urban areas. Programs for effective vocational education for persons of limited English speaking ability.

CURRICULUM DEVELOPMENT (Part I and Section 133)

Funds under program improvement can be expanded through the research coordinating unit for curriculum development which: (a) develop and disseminate vocational education curriculum materials on new and emerging occupational fields; (b) development and dissemination of vocational education curriculum materials for handicapped persons, disadvantaged persons, other than handicapped persons, and persons with limited speaking ability; and (c) development and dissemination of curriculum and guidance and testing materials designed to overcome sex bias in vocational education programs.

VOCATIONAL GUIDANCE & COUNSELING (Section 134)

Assistance to improve the state's vocational education programs by providing guidance and counseling services that initiate, implement, and improve high quality vocational guidance programs and activities. Vocational guidance and counseling are for children, youth, and adults that will help them to a greater understanding of education in the vocational options.

VOCATIONAL PERSONNEL TRAINING (Section 135)

The purpose of vocational personnel training is to improve the state's vocational education programs and services which support those programs by improving the qualifications of persons serving or preparing to serve in the vocational education instruction programs.

GRANTS FOR SEX BIAS (Section 104(b) and Section 136)

The purpose of grants under program improvement to support activities which show promise of overcoming sex bias, sex stereotyping, sex discrimination in vocational education.

SPECIAL DISADVANTAGED (Section 102(b) and Section 140)

The state will use funds allocated to it from a separate authorization for special programs for the disadvantaged as defined above. These will be programs of disadvantaged persons in areas of high concentration of youth, unemployment, and school dropouts.

CONSUMER AND HOMEMAKING EDUCATIONAL PROGRAMS (Part F and Section 150)

Education programs in consumer and homemaking may be conducted at all educational levels consisting of instructional programs, services, and activities for occupations for homemaking. Courses or units of instruction in home economics which emphasize acquisition of knowledge and development of understanding, attitudes, and skills relevant to personal home family.

OCCUPATIONAL PREPARATION

Courses or units of instruction emphasizing the acquisition of competencies needed for getting and holding a job or preparing for advancement in an occupational area using home economics knowledge and skills.

ADMINISTRATION

Activities of state necessary for proper and efficient performance of its duties under the public law 94-482.

EPDA

Education Professional Development Act - Funds made available by application for inservice and preservice training of teacher administrator and supervisors.

BILINGUAL TRAINING (Part J and Section 181)

To prepare persons of limited English speaking ability to perfom adequately in an environment requiring English language skills and to fill the critical need for more and better trained persons in occupational categories vital to both persons and economy.

LOCAL EDUCATIONAL AGENCY

A Board of Education or other legally constituted local school authority having the administrative control and direction of public elementary and secondary schools in a city, county, township, school district, or political subdivision of the state.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION

FINANCIAL REPORT REVENUE SOURCES

FORM NO. 2302
SBE 09.1.500.06
6 28 77 5M)

INST DIST	PROGRAM (OE)	FY

STUDENTS SERVED:

- ○ Secondary
- ○ Post-Secondary
- ○ Adult-Preparatory
- ○ Adult-Supplemental
- ○ Adult-Apprenticeship
- ○ Summer program

LOCAL REVENUES

LOCAL-TUITION	LOCAL-OTHER
$	$

RECAP

Local Revenue	
State Revenue	
Federal Revenue	
TOTAL Revenue	
TOTAL Expenditures (From other side)	

STATE REVENUES

SET ASIDE	OTHER LEGIS. APPROP	SUMMER PROGRAM	○ Add on ○ Incentive
$	$	$	$

- ○ Budget (Estimated Revenues/ Expenditures)
- ○ Final Report (Actual Revenues/ Expenditures)

FEDERAL REVENUES

- (2) Regular
- (2) Handicapped
- (2) Disadvantaged
- (2) Cooperative
- (2) Work Study
- (2) Industrial Arts
- (2) Energy
- (2) Construction
- (2) Support Services
- (2) Stipends
- (2) Placement
- (2) Day Care
- (2) Special Groups
- (2) Limited Eng. Speaking
- (2) Local Admin
- (2) Prog. Sch. Contract

SUBPART 2 BASIC GRANT	SUBPART 3 PROGRAM IMPROVEMENT	SUBPART 4 OR SUBPART 5
$	$	$

- (3) Local Admin.
- (3) Research
- (3) Guid./Counseling
- (3) Curriculum
- (3) Innov./Exemp
- (3) Personnel Training
- (3) Sex Bias
- (3)

SUBPART 4
SPECIAL DISADVANTAGED
- (4) Spec. Programs Disadvantaged

SUBPART 5
CONSUMER HOMEMAKING
- (5) Instruction
- (5) Research
- (5) Evaluation
- (5) Curriculum Development
- (5) Innovative Exemplary
- (5) Personnel Training
- (5) Depressed Area
- (5) Special Demonstration
- (5) Inst. Material Develop
- (5) Equipment

EXPENDITURES

108 SALARIES SUPV & CONSULT

$

190 STUDENT COMPENSATION

$

112-126-128-134 SALARIES-Tchr, Etc

$

200 Employee BEN (Std Comp)

$

300-500 PURCH SERVICES-Priv Inst

$

300-500 PURCH SERVICES-All Others

$

600 SUPPLIES AND MATERIALS

$

LOCAL INDIRECT

○ 830 Non-Restricted

○ 840 Restricted

$

FEDERAL INDIRECT

○ 830 Non-Restricted

○ 840 Restricted

$

740 PROPERTY NEW EQUIPMENT

$

743 PROPERTY REPLACE EQUIPMENT

$

43